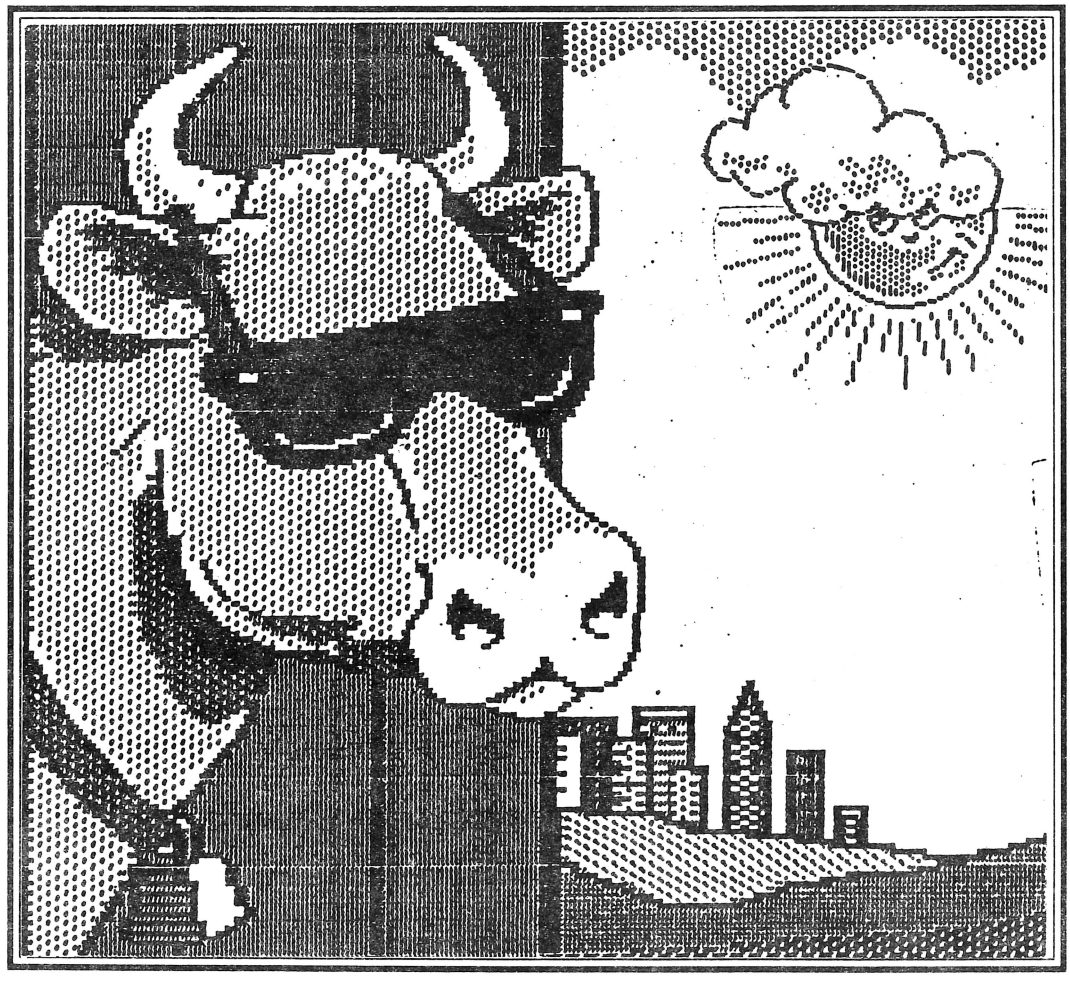
Bulletin Board Maker:

City and Country™

Apple II Family 128K



User's Manual

Toucan

Division of Queue, Inc.

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Bulletin Board Maker:
City and Country™

Apple II Family 128K

Credits

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Bulletin Board Maker:
City and Country™

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Bulletin Board Maker:

City and Country™

Introduction...

We're aware of the time and effort that is needed to design a bulletin board--that's why we've designed this program for you. With ***Bulletin Board Maker: City and Country***™, your classroom will sparkle with creativity. You can create sensational bulletin board displays, huge posters, signs, announcements, worksheets, flash cards, mobiles, newspaper pages... the possibilities are endless!

The program includes a variety of colorful backgrounds, frames, typestyles, and clip art. With this easy-to-follow guide, you and your students will be able to use this program in just minutes! Have fun!

Equipment You'll Need:

- Apple II family or Macintosh LC with IIe Card
- *Bulletin Board Maker: City and Country*™ program
- Monitor (color recommended)
- Printer (recommended)
- Apple Mouse (optional)
- Blank Disks (optional)
- Additional Art disks (optional)

Loading the Program

To load the program:

1. Insert the program, label facing up, into Drive 1.

2. Turn on your monitor and computer. If the computer is already on, press the the Control, , and Reset keys at the same time.

3. In a few seconds, the Opening Screen will appear followed by a screen with information on the speech feature. Press any key to continue. When the **Main Menu** appears, you're ready to begin.

Refer to the **Reference Guide** for step-by-step instructions on how to use each of the **Main Menu** options.

Documentation

There are three sections of the documentation: the Reference Guide, the Teacher's Guide and the Art-at-a-Glance Booklet. Each section is described below.

The Reference Guide

This provides step-by-step instructions for using each feature of the program. Refer to the Reference Guide when you have specific questions about a particular feature.

The Teachers' Guide

This guide provides teachers with grade specific classroom activities and helpful hints.

Art-at-a-Glance

Displays the backgrounds, clip art and fonts included with the program.

Reference Guide

This Reference Guide provides step-by-step instructions for designing your creations. If you are using the 3.5" version, the entire program is included on one disk. If you are using the 5.25" version, the contents of each disk are:

- **DISK ONE:**
  Side one: Program
  Side two: Posters
- **DISK TWO:**
  Side one: Clip Art
  Side two: Fonts and Frames

If you are using the 5.25" version, you will be flipping the disks periodically during the use of the program. A prompt will appear telling you when you need to switch disks.

The Main Menu

First, insert your program disk into the disk drive. To boot, press the , **Control** and **Reset** buttons simultaneously, or turn on your computer with the program disk in the drive. The **Main Menu** will automatically appear. There are three options listed:

- **Make a Poster**
- **Use Utilities**
- **Quit**

To select an option from this or any other menu, simply use your MOUSE or ARROW KEYS to move the highlight bar to the option you want, and press RETURN.

NOTE: ESC will bring you back through the screens.

Make a Poster

Choose **Make a Poster**. (A poster graphic is three screens long. It can be designed with clip art, text and frames.) The next screen presents two options:

- **Start a New Poster**
- **Load Your Poster**

Select **Start a New Poster** if you want to design a *new* poster. **Load Your Poster** will let you load a *previously saved* creation from your own formatted work disk.

Start With?

If you selected **Start a New Poster**, the **Start With? Menu** will appear. Your choices will be:

- **Blank Poster**
- **Poster With a Picture**

The **Blank Poster** option is ideal for creating worksheets, writing stories, adding a frame, and making signs or announcements.

Select **Poster With a Picture** if you want a background graphic. The **Load Background Menu** will appear, listing the backgrounds that are included with the program. Choose a graphic by moving the highlight bar with your MOUSE or ARROW KEYS and pressing RETURN.

> ***NOTE:*** *You can also select a poster graphic from any of the other* ***Bulletin Board Maker***™ *programs. Insert the new background disk into any drive and press the TAB key or click on the word "DISK" with your MOUSE. This procedure will access the newly insert disk.*

The Posters Menu

After choosing **Blank Poster** or selecting a background, the **Posters Menu** will appear. This menu presents the following options:

- **See My Poster**
- **Design My Poster**
- **Show My Poster**
- **Save My Poster**
- **Print My Poster**
- **Utilities**
- **Go to Main Menu**

See My Poster

This option allows you to scroll through and view your finished or unfinished creation by using the ARROW KEYS or MOUSE.

Design My Poster

This is the main option for creating your poster. A **Design Menu** will appear with the following choices:

- **Clip Art**
- **Write**
- **Frame**
- **Erase**

... Clip Art

Select **Clip Art** if you want to add additional graphics to your poster. If you are using the 5.25" version, you will be asked to insert the **Clip Art Disk** (Disk 2, Side 1) in any drive and press RETURN.

When the **Load Clip Art Menu** appears, select a clip art category by moving the highlight bar to the desired category and pressing RETURN. Each category contains several pieces of art. Refer to the *Art-at-a-Glance* booklet to see the clip art in each category. An instruction box will appear explaining the key commands to use while working with clip art. Press any key to remove the instruction box.

*NOTE: The **Help Screen** is accessible from any screen by pressing ⌘?.*

The first piece of clip art from the category you selected will appear in the center of the screen. Press the SPACE BAR to view the different pieces of clip art. To exit a clip art category, press ESC. This will return you to the **Load Clip Art Menu**. You can now choose another clip art category or return to the **Design Menu** by pressing ESC.

Moving Clip Art

Use the ARROW KEYS or MOUSE to move the clip art anywhere on the screen. When you are happy with the location of the clip art, press RETURN or click the mouse to stamp it on the screen.

NOTE: Pressing a number key from 1 to 9 changes the distance a piece of clip art moves when you use the ARROW KEYS. To move a piece of clip art the shortest distance (slowly), press 1, then use the ARROW KEYS. To move a piece of clip art the farthest distance (quickly), press 9, then use the ARROW KEYS. Numbers in between will move at sequential increments.

Flipping Clip Art

You can flip any piece of clip art horizontally or vertically before you stamp it. To flip a piece of clip art horizontally, press the **H key**. To flip a piece of clip art vertically, press the **V key**.

Stamping Clip Art

Press RETURN or click your MOUSE button to stamp the clip art. The clip art will become part of your poster design. You may stamp multiple copies of the same piece of clip art, or a variety of different clip art. Press DELETE to undo any clip art that you have stamped. Each time you press the DELETE key, you will undo clip art in the reverse order that it was stamped.

NOTE: Delete will only undo the clip art stamped while you are working within that category. Once you leave a clip art category, by pressing ESC, you must use the eraser to "white out" the unwanted clip art. Note that this will also erase your background graphic.

...Write

The Write function allows you to add text to your poster. Select **Write** from the **Design Menu**. Insert the **Font Disk** (Disk 2, Side 2) in any drive and press RETURN. The **Load Font Menu** will appear.

There are six fonts from which to choose:

Select a font. An instruction box will appear explaining the key commands needed to use with the Write function. Press any key to remove the instruction box.

(Don't forget... just press **Open-Apple ?** to call it up the instruction box again.)

A blinking cursor will appear in the upper left hand corner of the screen. Use the ARROW KEYS or MOUSE to move the cursor anywhere on your poster that you want to start typing. Press DELETE to undo unwanted text.

Write Options

Open-Apple O - Outline: Pressing these keys before you begin to type will outline the letters that you type.

Open-Apple B - Bold: Pressing these keys before you begin to type will make all of the letters bold.

Open-Apple N - Normal: Pressing these keys before you begin to type will make the type return to its normal style.

Open-Apple C - Center: Pressing these keys will center any line of text that you have just typed. You can only center one line at a time.

Once you are finished typing, or you want to choose a different font, press ESC to return to the **Font Menu**. Press ESC twice more to return to the **Design Menu**.

SPECIAL NOTE: The text processor included with this program does not have word wrap or text insert capabilities. This is due to the fact that the letters are actually pieces of clip art. Unfortunately, this is the only way we could offer you the unique ability to combine large text and graphics in one design on an Apple II System.

...Frame

Select **Frame** from the **Design Menu** to put a frame around your poster. This feature is especially ideal for adding a decorative border around a text page.

Insert the **Frames Disk** (Disk 1, Side 2) in any drive and press RETURN. The **Load Frame Menu** will appear with the following options:

- **Frame Set 1**
- **Frame Set 2**

Select a frame category and the first frame in that category will appear in a box in the center of the screen. Use the SPACE BAR to view the other frames in the category and press RETURN to select one. The frame will appear around your page. A message will ask you if you want to use the frame. Press the **Y key** for "Yes" and the **N key** for "No", or ESC to cancel. Press ESC again to return to the **Design Menu**.

> ***HELPFUL HINT*** *-- If you are going to use a frame, choose it first, so your text and graphics won't be overlapped by the frame.*

...Erase

The Erase function allows you to erase graphics and text from your poster. The eraser is an adjustable solid block of white, which when stamped, will erase *anything* underneath it.

Select **Erase** from the **Design Menu**. Press the SPACE BAR to view the various eraser sizes and choose the size you want to use. Use the ARROW KEYS or MOUSE to move the eraser over the part of the poster that you want to erase, and press RETURN. The text or graphics underneath the eraser will disappear. The DELETE key will "replace" what you have erased as long as you haven't left the Erase option. Press ESC to return to the **Design Menu**.

Now that you are familiar with the four functions of designing your poster, press ESC to go back to the **Posters Menu**.

Show My Poster

This option will allow you to see the entire layout of your poster on one screen. It will also tell you how much disk space you need to save your poster.

Save My Poster

The Save option allows you to save your creations onto a pre-formatted disk. (See the **Utilities** section of this guide for instructions on formatting a disk.)
Select **Save My Poster** from the **Posters Menu**. The **Save Poster** screen will appear. Insert your work disk in any drive. Look for the name of your work disk. It will be at the top of the screen. If the name isn't there, press TAB until the name of the disk you want to save on appears.

At the bottom of the screen is the word NAME, followed by a flashing cursor. Type a name for your poster and press RETURN. The poster will be saved onto your work disk, and the **Posters Menu** will reappear.

> ***NOTE**: You have to use periods instead of spaces to separate the words in your poster name when saving.*
>
> ***HELPFUL HINT! It's a good idea to save your creation periodically. This way you can reload your poster if you make a mistake.***

Print My Poster

Select **Print My Poster** from the **Posters Menu** and the **Print Menu** will appear offering five options:

- **Miniature**-one page
- **Standard**-two pages
- **Giant**-three pages
- **Monstrous**-four pages long and two pages wide
- **Change Setup**

You can choose any one of the four printout sizes by highlighting a size and pressing RETURN or clicking the mouse button.

...Change Setup

To print out a poster, you must give the program specific information about the equipment you are using. This information is displayed in the **Current Setup Box** at the bottom of the screen. Select **Change Setup** to change the printer settings displayed in the Current Setup Box. The **Setup Menu** will appear with the following choices:

- **Printers**
- **Interfaces**
- **Linefeed**
- **Print Quality**
- **Printer Slot**

> *WARNING: If you don't have the correct setup and you try to print, the program will freeze. This means rebooting the program and losing your creation if it was not saved.*

Choose each item you need to change. The arrow on the left side of the scroll box means there are more options to choose from. After you highlight an item press RETURN and the Current Setup Box will display the changes you made. Press ESC to go back to the **Print Menu**.

Most Common Setups

Computer	Interface	Printer
• Apple IIc	Apple IIc Serial Port	Apple Imagewriter
• Apple IIe	Apple Super Serial	Apple Imagewriter
• Apple IIGS	Apple IIGS Printer Port	Apple Imagewriter II
• Macintosh LC	Apple IIGS Printer Port	Laser Printer

Print Options

Select a print size for your poster. For larger sizes, two options will appear:

- **All Panels**
- **Some Panels**

With the two largest sizes, the posters will print out in *two* or *three* strips. By choosing **Some Panels**, you can select which "sections" of the poster you want to print. This comes in handy if you made a mistake on your design and printed it. You can print only the strips that you want, instead of printing the entire poster over again.

> ***HELPFUL HINT:*** *Avoid having to cut your poster strips to line them up for pasting. Be sure to line up the left perforation of your computer paper to the red notch on your printer's bailer bar before you print. This ensures that every strip of the large printouts will line up.*

After you choose a size, the next screen will present two options:

- **Normal**
- **Outline**

The **Outline** option removes the patterns from the poster and prints it out like a coloring book. It will also extend the life of your ribbons. **Normal** will bring up a **Print Color Menu** that offers two choices:

- **Black & White**
- **Color (You'll need a color ribbon)**

Choose the desired option and press RETURN. If you choose **Miniature** or **Standard**, a Print option will then appear offering these options:

- **Regular**
- **Reversed**

Choose **Regular** to obtain a normal printout with solid colors and patterns intact. The **Reversed** option allows you to make T-shirt iron-ons. A special ribbon is required. The printout will be reversed so the iron-on will be correct after ironing.

Press RETURN, double check your setup and press RETURN again. A **Time Line** will appear with numbers 0 to 100. A cursor will begin at 0 and progress to 100 to illustrate the length of remaining printing time.

Utilities

Select Utilities to:

- **Format a Disk**
- **Make a Folder**
- **Delete a File**

...Format a Disk

Select **Format a Disk**. A **Format Disk** menu appears with a list of the slot and drive numbers. Insert a new unformatted disk in the drive and choose the slot and drive number. Next, a file box will appear asking you to give your work disk a volume name. Type in a name and the program will format the disk.

...Make a Folder

Poster files can be saved in *folders*. Select **Make a Folder** and the program will ask you to type in a name for your folder. You can make several folders on your work disk. Each folder can hold several files. Putting your files into folders keeps your disk more organized and it will be easier for you to load and delete files. To open a folder, you must move the highlight bar to its name, then press RETURN.

...Delete a File

Select **Delete a File** if you want to delete an unwanted file from your work disk. Highlight the name of the file to be deleted, then press RETURN.*

(**REMEMBER!** *Once you delete a file, it is gone forever.*)

Go To Main Menu

Select **Go to Main Menu** to quickly get back to the **Main Menu**.

Use Utilities

This works the same as the Utilities option, previously discussed under the **Poster Menu** section of this guide.

Quit

This allows you to get out of the program entirely.

Support

If you have technical questions or problems, call Toucan at (800) 247-4641 (in Connecticut, Alaska and Canada call 203-674-8221). Defective disks will be replaced free of charge up to 90 days after invoice date. Disks damaged after 90 days may be replaced at $10.00 per disk. Mail the damaged disk and appropriate payment to Queue Inc. at 338 Commerce Drive, Fairfield, CT 06430, for a prompt replacement.

Backup disks are available for $10.00 per disk. Customers are limited to one backup disk for each disk purchased. Backup disks are for archival purposes only.

Never expose any computer software to excessive heat or cold. Do not leave your software near a strong magnetic field such as might be produced by an electric appliance, stereo, or speaker magnet. Always place your software in its sleeve when you are not using it. This will protect it from dust and finger prints. Finally, never touch the exposed parts of the disk which are visible through the holes in the disk cover.

Creative Classroom Guide

Design a City and Country Bulletin Board

Discuss which elements comprise a city and a typical countryside. Encourage the students to name some of the things found in each. Have the whole class work together to design a huge bulletin board display which contains both settings.

- Select the city and country backgrounds and clip art that you want to use in your display.
- Print out the backgrounds and clip art in Monstrous size.
- Make a background on your bulletin board using colored construction paper and mount them onto oaktag (green for grass, brown for dirt, blue for water and sky, etc.).
- Cut out the backgrounds and clip art and staple to your bulletin board.
- Use the text processor to create labels that can be used to identify all of the people, places, animals and things needed for each setting.
- Print them out in the Giant size and mount on the bulletin board.

City and Country Activity Bulletin Board

City

Have a class discussion about different types of businesses found in the city and the people who work in them. How do these businesses help the the city and its inhabitants to thrive? Create an activity bulletin board that quizzes your students on the different types of businesses.

- Print out the city backgrounds and number them (use the eraser to erase any names that may appear on them before printing). Cut them out and place them on the left side of the bulletin board.
- Select a blank background and type "City" to head the left side of the bulletin board. Type and print out "WHAT THEY DO", and "EMPLOYEE PROFESSIONS" and place them on the right side of the backgrounds.
- Quiz your students by having them type the of business (bakery, hot dog stand, etc.) in one column. In a second column, have the students write what the businesses do for the city people, (provide bread, hot dogs, etc.) and in a third column list the professions of the employees that work there (baker, vendor, etc.).
- Use a blank background to write the answers on. Print them out in Monstrous size and display them in their proper place on the bulletin display.

Country

Have a class discussion about different types of animals and machinery found on a farm. What purposes do farms have? How do these animals and machinery help to produce food? Create an activity display that quizzes your students on the countryside.

- Print out the country backgrounds and number them. Cut them out and place them on the right side of the bulletin board.
- Type out, on a blank background, "NAME" and "TYPE OF FOOD IT PRODUCES". Print them out in a large size and place them above and to the right of the backgrounds.
- Have your students write the name of the example you provided (lamb, chicken, tractor etc.) and then list the goods that they provide (wool, eggs, vegetables, etc.) on a quiz sheet.
- Use the blank background in the program to write the answers. Print them out in Monstrous size and display them in their proper place on the bulletin display.

Farm Animal Mobiles

Students can design "Farm Animal Mobiles".

- Print out a set of animals in the Giant size.
- Paste them onto oaktag or cardboard.
- Cut the graphics out and punch a hole in the top. Use colored ribbon or thread to hang them from clothes hangers or wooden dowels.
- Have each student present their mobiles to the class and discuss why they chose the animals they did.

Creative Writing Adventures

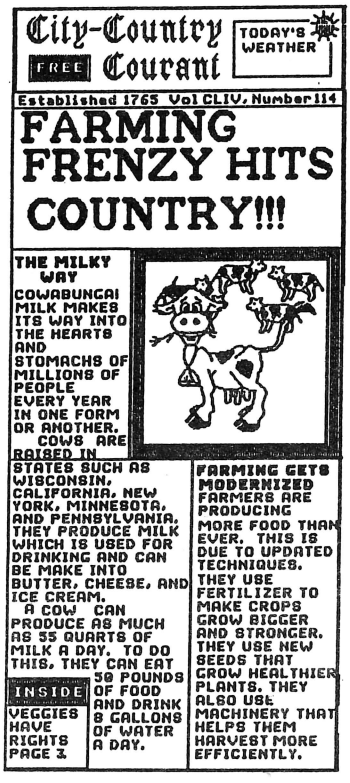
Have your students write fictional stories relating to a city or countryside. Give them a list of story starters suggesting such creative ideas as: writing about a visit to the city, the life of a hot dog vendor or mime, what it is like to be a farm animal, and the life of a farmer.

- Have them print out the clip art they selected in a large size.
- Paste the appropriate clip art at the top of a blank background.
- Use the text processor to type in the story under the clip art.

City-Country Courant

- Use the "City-Country Courant" template as a vehicle for students to write about what they have learned about the city and country.
- Give weekly assignments to students, having them write about a different topic or set of topics for their newspaper articles. Topics may include agriculture, animals, professions, city development or eating habits.
- They can add clip art to illustrate their page. The erasers and line clip art can also be used to modify their pages.
- Print it out in Monstrous size for a fantastic bulletin board display.

Make sure that the students keep in mind the audience that they wish to address. Have students read newspaper and magazine articles, listen to the radio, and watch public television for reference. Perhaps you'd like groups of students to work together on different stories and then present them to their classmates or to younger students. Each week display the most recent newspaper on the class bulletin board.


City-Country
FREE Courant
TODAY'S WEATHER
Established 1765 Vol CLIV. Number 114
FARMING FRENZY HITS COUNTRY!!!
THE MILKY WAY
COWABUNGA! MILK MAKES ITS WAY INTO THE HEARTS AND STOMACHS OF MILLIONS OF PEOPLE EVERY YEAR IN ONE FORM OR ANOTHER. COWS ARE RAISED IN STATES SUCH AS WISCONSIN, CALIFORNIA, NEW YORK, MINNESOTA, AND PENNSYLVANIA. THEY PRODUCE MILK WHICH IS USED FOR DRINKING AND CAN BE MAKE INTO BUTTER, CHEESE, AND ICE CREAM.
A COW CAN PRODUCE AS MUCH AS 55 QUARTS OF MILK A DAY. TO DO THIS, THEY CAN EAT 50 POUNDS OF FOOD AND DRINK 8 GALLONS OF WATER A DAY.
FARMING GETS MODERNIZED
FARMERS ARE PRODUCING MORE FOOD THAN EVER. THIS IS DUE TO UPDATED TECHNIQUES. THEY USE FERTILIZER TO MAKE CROPS GROW BIGGER AND STRONGER. THEY USE NEW SEEDS THAT GROW HEALTHIER PLANTS. THEY ALSO USE MACHINERY THAT HELPS THEM HARVEST MORE EFFICIENTLY.
INSIDE
VEGGIES HAVE RIGHTS PAGE 3

City and Country T-Shirts

You can make fabulous T-shirts if you have the special heat transfer ribbon and select the reverse print option.

- Make up fun T-shirt prints or special slogans for your class such as "I Learned About the City and Country and All I Got Was This T-shirt" or "Hop on the Bus of Learning" (include picture of bus). Use a character as a mascot. Or, perhaps your students would prefer to design a shirt with one of the bold animal graphics and a catchy phrase like "Baaa If You're a Kid" (picture of a goat) or "Don't Be Chicken. Stay in School!" (picture of a chicken).
- Print backgrounds in Miniature size and clip art in the Giant size.

A Bus with Class

- Print out as many bus backgrounds as necessary so that you have as many bus windows as there are students in the class. Make sure the printout is in a size appropriate to the space available on your bulletin board.
- Cut out the buses and either attach to backings or leave them as is.
- Have each student hand in a wallet-size photo of themselves.
- Print out their names on a blank background and cut them out.
- Paste the photos onto the windows of the buses with their names below.
- Display the buses on your bulletin board.

Billboards

- Create a billboard using the Billboard background and add clip art and text to advertise an idea, product, or "happening".
- Print out in Monstrous size. For example, you can use it to advertise upcoming school events, educational slogans, etc. Students can use it to display ads for products or places found in the city or country, events, etc.

Pollution Poster

- Using the program, have the students design a poster that addresses the problem of pollution in the city.
- Print out in Monstrous size
- Display in hallway or on bulletin board.
- Then, do the same for the country.

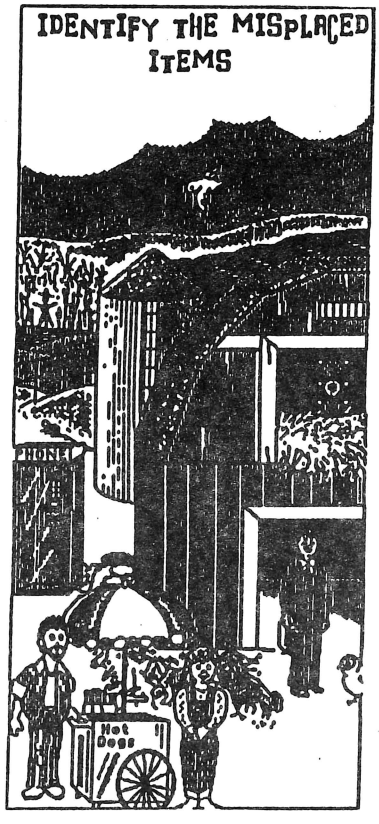
Animal Flash Cards

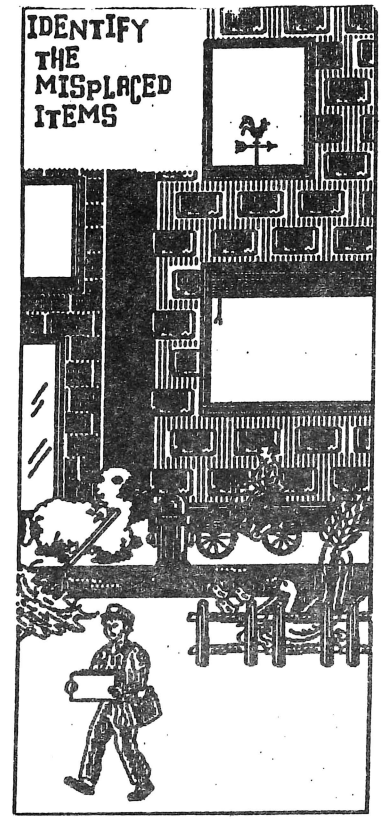
Using the program, students can create animal flash cards for self study or for group discussion.

- Tell your students to select and print out animal clip art in Standard size.
- Paste onto one side of a small piece of oaktag or heavy construction paper.
- On the other side, have them paste on text that describes the animals. They can research the animals in magazines and encyclopedias. Have teams of students quiz each other on their knowledge.

Misplaced Items

- Select a building background from both the city and the country in the Miniature size.
- Decorate them with the proper clip art.
- Then, stamp some of the city clip art onto the country background and vice versa.
- Print out.
- Display on your bulletin board or pass out copies to your students and have them identify the misplaced items (i.e. a goat in front of the bakery or a city person in front of a barn).





Toucan Software *presents...*

The Bulletin Board Maker Series™

Anytime Art™

Create fun posters for Valentine's Day or award the class for a job well done! This disk includes the following art categories: seasonal and holiday graphics, Loony Letters, Nutty Numbers, and cute animals dressed in costumes form around the world!

Monstrous Monsters™

Lurking within this program are monstrous creature posters waiting for a "Dr. Frankenstein" to bring them to life. Assemble and print small to SUPER-SIZED monsters with gobs of "cute and creepy" clip art. Use the text processor to write a monster story or an uncanny caption to go along with your wall-sized wonder.

Happy Habitats–The Pond™

The Pond, the first in a continuing series, will introduce students to one of our many ecosystems. Recreate your own versions of a pond, complete with tadpoles turning into frogs and children trying to catch butterflies!

CLASSROOM ART™

Includes: holiday graphics, a character named "Itsy" that can be "dressed up" and placed into numerous backgrounds, weather charts, famous figures and more!

Your Neighborhood™

Construct a neighborhood with a post office, a police station, a hospital, your local school yard, and more! Clip art categories include everything needed to individualize your own neighborhood or dream up a new one!

All of these programs are available for a FREE 30 day preview! Network versions, Site Licence and Lab Packs are also available.

For a free catalogue or for additional information - call 1-800-232-2224 or (203) 335-0906 (CT or overseas)